

The Administrative Management Group (AMG), in partnership with Campus Human Resources, will grant one award annually in recognition of a staff employee who has led a Distinguished Career over a significant period of time at the University. This award is designed to recognize an individual who has had a significant and lasting impact on the surrounding community, exemplifies leadership, has invaluable institutional knowledge, and has made broad contributions to the campus as a whole.

ELIGIBILITY

- Any UCLA career staff member, Management and Senior Professional (MSP) employee, or full-time contract employee in good standing with 20+ years of service in the UC system (at least 5 of those years must be at UCLA) is eligible.
- Nominees must have sustained a record of leadership during their employment and an outstanding legacy in the University community.
- Employees in student status, faculty, Excellence Award Committee members, current AMG Executive Board members, and previous Excel award recipients are not eligible.

CRITERIA

Individuals under consideration for the Distinguished Career Award will be evaluated using the following criteria:

- **Leadership:** Maintains broadly-defined and effective leadership role at UCLA, influences policy, clearly communicates his/her strategic vision; inspires change; upholds UC ethical values and standards of ethical conduct; and demonstrates integrity at its highest form.
- **Knowledge:** Highly sought out for expertise inside and outside of UCLA; his/her work has a measurable record of accomplishment; holds various roles in the university; leads trainings, roundtables, seminars or other key activities; and has invaluable institutional knowledge with a compelling career history.
- **Visibility:** Is well known across campus and/or UC system; promotes University values of research, education, and service and inspires others to do the same; is a UC/UCLA True Bruin ambassador.
- **Legacy:** Committed to furthering the professional development of university staff, faculty, and students; serves as a role model in a mentor or advisor capacity; career has had an impact on the campus and/or UC system.

2024 Distinguished Career Award

PROCESS

Staff, faculty, or students may submit nominations. The Award Committee will verify eligibility of all nominees. All nominations must include 1. the nomination letter, 2. the nominee's resume and 3. a maximum of three letters of recommendation from faculty, colleagues, subordinates, or students within or outside of the nominee's department. **One of the three letter of recommendation must be from the nominee's direct supervisor (if that person is not the nominator).** If there are more than three individuals who wish to support the nomination, please have them co-sign. It is recommended that all letters speak very specifically to the award criteria (leadership, knowledge, visibility and legacy).

Applications will be reviewed by the Award Committee. Recommendations will be submitted to Associate Vice Chancellor Lubbe Levin for a final decision.

Nominations and all supporting documents must be received no later than **Monday, April 15, 2024 at 5:00 PM.**

[Click here for the nomination form.](#)

(The name, email, and photo associated with your UCLA Google account will be required and recorded when you upload files and submit this form. Ensure to use single sign-on for access.)

SUBMISSION INSTRUCTIONS

Please make one PDF of the entire nomination packet (nomination letter, resume, and up to three letters of support) and upload to the form no later than **Monday, April 15, 2024 at 5:00 PM.** Upon submission, you will receive a screen confirmation, please keep this for your records.

Questions? Email amgbruin@ucla.edu